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DDP 51-778

MEMORANDUM FOR: Executive Officer  
 Deputy Director for Administration

FROM:

Chief, DDA Branch, Position Management  
 and Compensation Division

SUBJECT: DDA Position Management Survey Schedule

1. We appreciate your response to the DDA Branch Survey Schedule we presented you in our short meeting on the day the new DDA was announced and your subsequent coordination of this schedule with the DDA Office Directors. Following are more specific dates which Position Management and Compensation Division (PMCD) plans to use in scheduling surveys for all the offices in the DDA.

✓ ODP (Processing)	May 81 - Jul 81
COMMO (Miscellaneous)	Jul 81 - Dec 81
OS	Jan 82 - Sep 82
✓ ODP (Applications)	Oct 82 - Jan 83
OL	Feb 83 - Sep 83
COMMO (ODIR, PS, PBS, CSD, SSD, HRD)	Oct 83 - Jan 84
OMS	Feb 84 - Apr 84
COMMO (ENG, FND)	May 84 - Sep 84
OF	Oct 84 - Mar 85
COMMO (DND)	Apr 85 - Oct 85
OT&E	Nov 85 - May 86
OIS	Jan 86 - Oct 86

2. Unless you advise otherwise, PMCD representatives will contact components directly approximately three months prior to the scheduled beginning of a survey to provide preliminary briefings and to initiate the position description preparation phase of the process. The above schedule, of course, is subject to revision because of priorities and wishes dictated by the DDA office directors or based upon changes in PMCD resources. In the other directorates, we have a central point of contact whom we use to coordinate component survey schedules. We would plan on using you as the focal point for the DDA and would keep in contact with you as we proceed on our scheduling of DDA surveys.

3. The schedule has been developed around the current PMCD philosophy of conducting surveys on an organizational basis. However, we have received comments from several DDA offices regarding their concern for equity in grading positions in their career service across directorate lines. PMCD is prepared to discuss this concept further with DDA office directors if they believe this type of career service survey would be beneficial to them as Career Service Heads.

4. Please contact me if you have any questions or need clarification on our survey scheduling.



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